

CLAIMS

1. A method of managing information-bearing content files stored in a computer file system; the computer file system being divided into directories; the method comprising:
- 5 locating one or more content files; each content file being stored in a directory of the computer file system;
- 10 associating one or more template files with each directory in which at least one content file is stored; each template file being effective, when applied to a content file, to carry out a respective pre-determined operation on the content file; and
- 15 applying the or each template file associated with a given directory to each content file stored in that directory.
2. A method as claimed in claim 1 in which the computer file system is divided into a hierarchical arrangement of directories and in which the one or more templates
- 20 associated with each directory located in the direct hierarchical path from a directory in which a content file is stored up to and including the uppermost directory in the hierarchical arrangement are also associated with the directory in which the content file is stored.
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3. A method as claimed in claim 1 or claim 2 in which the association of a template with a directory is made on the basis of the template file being stored in that directory.
- 30 4. A method as claimed in any of claims 1 to 3 further comprising:
- associating metadata with each content file; and

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- means for locating one or more content files; each content file being stored in a directory of the computer file system;

means for associating one or more template files with each directory in which at least one content file is stored; each template file being effective, when applied to a content file, to carry out a respective pre-determined operation on the content file; and

means for applying the or each template file associated with a given directory to each content file stored in that directory.

6. Apparatus as claimed in claim 5 wherein the computer file system is divided into a hierarchical arrangement of directories, in which the means for associating one or more templates with each directory also associates with the directory in which the content file is stored, the one or more templates associated with each directory located in the direct hierarchical path from a directory in which a content file is stored up to and including the uppermost directory in the hierarchical arrangement.

7. Apparatus as claimed in claim 5 or claim 6 in which the the means for associating one or more templates with each directory makes the association of a template with a directory on the basis of the template file being stored in that directory.

8. Apparatus as claimed in any of claims 5 to 7 further comprising:

means for associating metadata with each content file; wherein

the respective pre-determined operation on each content file upon the application of an associated template file is carried out on the basis of the respective associated metadata .

- 5 9. A computer program storage device readable by a computer, said device embodying computer readable code executable by the computer to perform the method according to any one of claims 1 to 4.
10. A signal embodying computer executable code for loading into a computer for the
- 10 performance of the method according to any one of claims 1 to 4.

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